

**REQUEST FOR LETTERS OF INTEREST FOR  
TRANSPORTATION ENGINEERING AND PLANNING SERVICES  
FOR THE  
WEST MEMPHIS METROPOLITAN PLANNING ORGANIZATION**

Notice is hereby given that the City of West Memphis, Arkansas is seeking letters of interest from qualified consulting firms for transportation engineering, planning and related professional services to the West Memphis Metropolitan Planning Organization (MPO) for the FY2017 Unified Planning Work Program (UPWP), with the option to extend the contract for an additional three (3) years.

The work will generally consist of providing transportation planning and engineering services, and administrative services for the West Memphis MPO to meet FAST Act requirements and the approved UPWP.

A letter of interest, together with general information on the firm, the firm's brochure showing experience in similar work, and Architect-Engineer Qualifications Standard Form (SF 330) Parts I and II available at [http://www.arkansashighways.com/consultant\\_services/advertisements/advertisements.aspx](http://www.arkansashighways.com/consultant_services/advertisements/advertisements.aspx) should be addressed to:

*Ms. Rhonda Standridge  
Public Works Administrator  
205 South Redding  
West Memphis, AR 72301*

Four (4) sets of Responses must be received no later than 4:00 p.m. (CDT), April 5, 2016. Any responses received after this deadline will not be considered.

The selection process shall be in accordance with AHTD Local Agency Consultant Selection Procedures. After a review of all letters of interest received, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work.

The City of West Memphis (City) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the City does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in City's programs and activities, as well as the City's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to Carolyn Hughes, Human Resources Assistant (ADA/504/Title VI Coordinator), 604 E Cooper, West Memphis, AR 72301, 870-702-5114 (Voice/TTY 711), or the following email address: [chughes@citywm.com](mailto:chughes@citywm.com). This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.